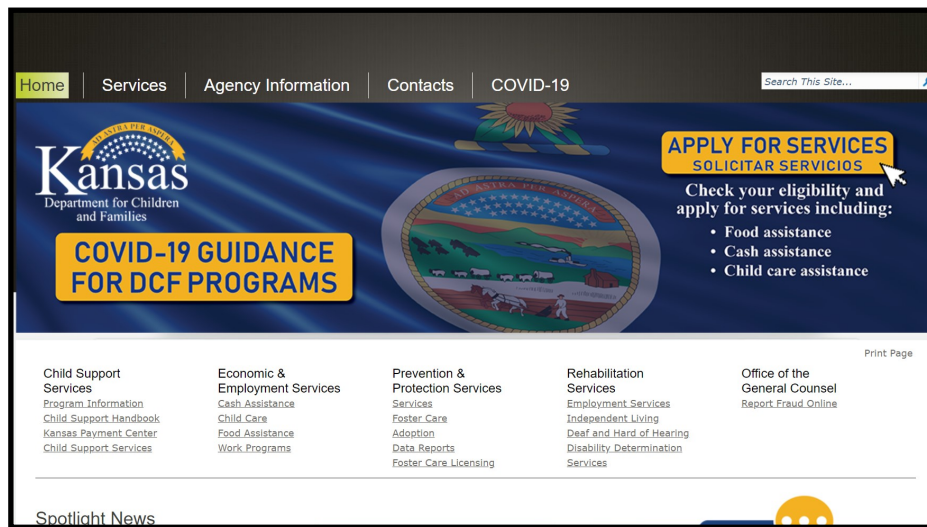
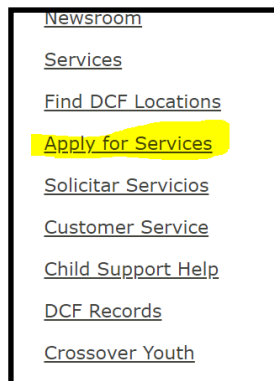


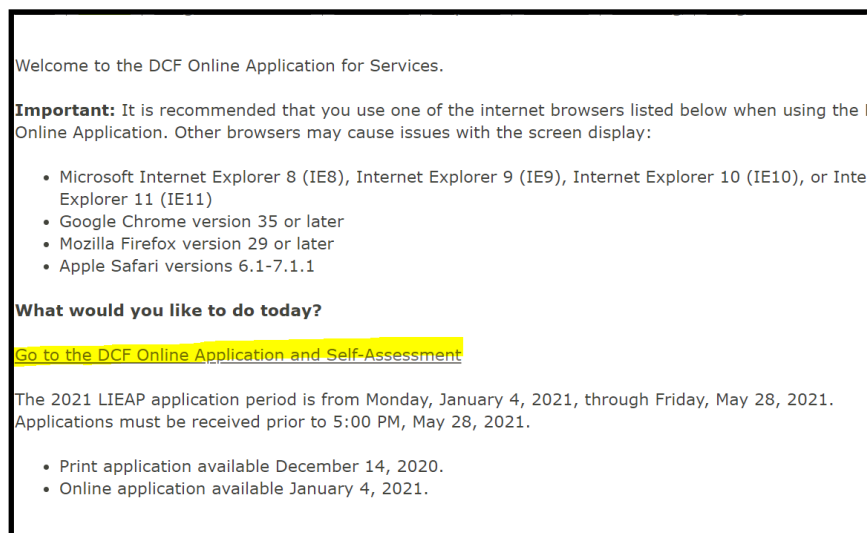
1. Families applying for PEBT should access the DCF Public website at www.dcf.ks.gov.



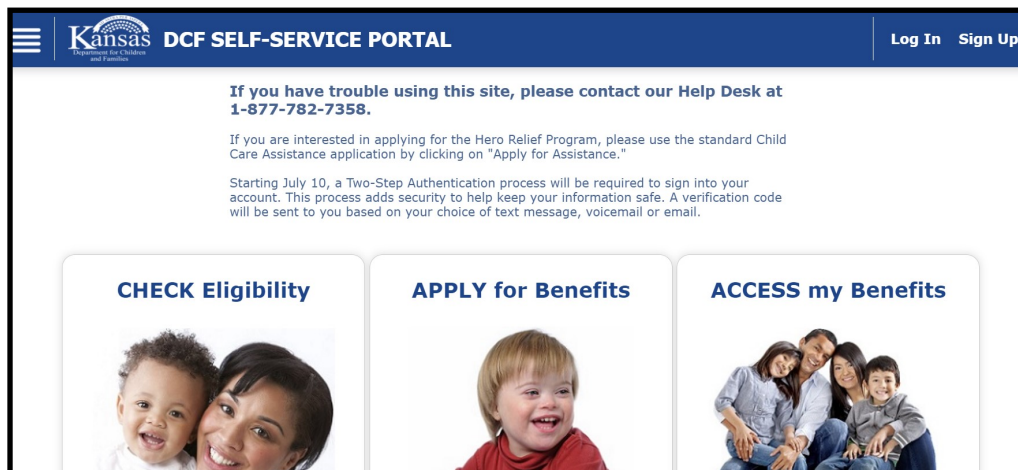
2. Users can either click on the yellow box that says “Apply for Services” or use the “Apply for Services” hyperlink. Scroll down to the bottom right area of the page and select the “Apply for Services” link



3. Select the link for “Go to the DCF Online Application and Self-Assessment”

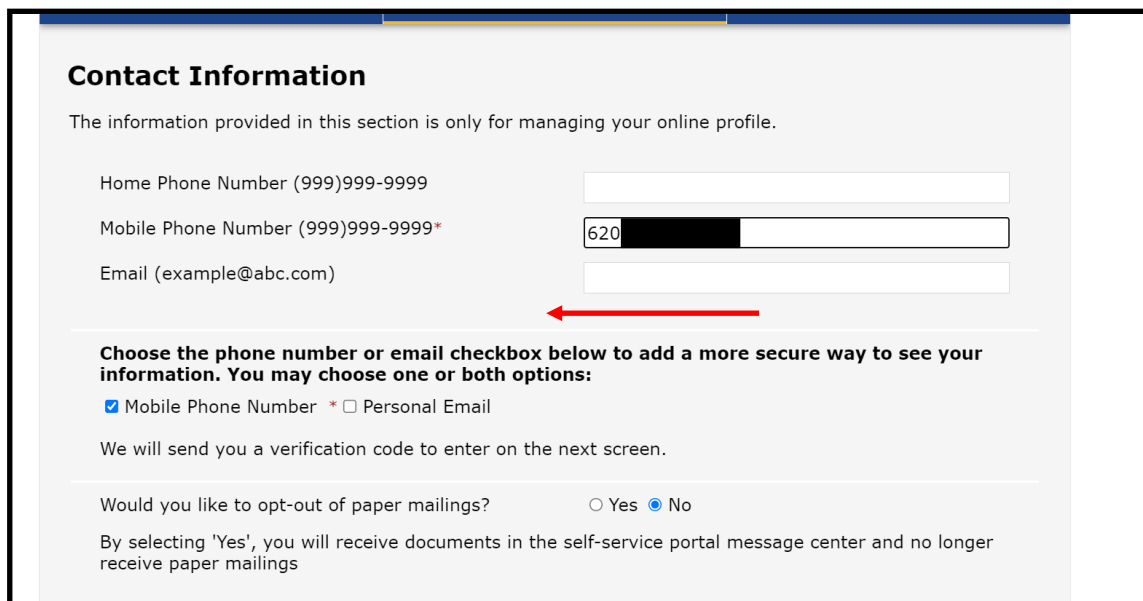


4. The DCF Self-Service Portal will display. Users can “Log In” if they have an existing account or they can “Sign Up” and create a new account. Users can contact Tier I Help Desk at 1-877-782-7358 if they have problems with account access or the application process.



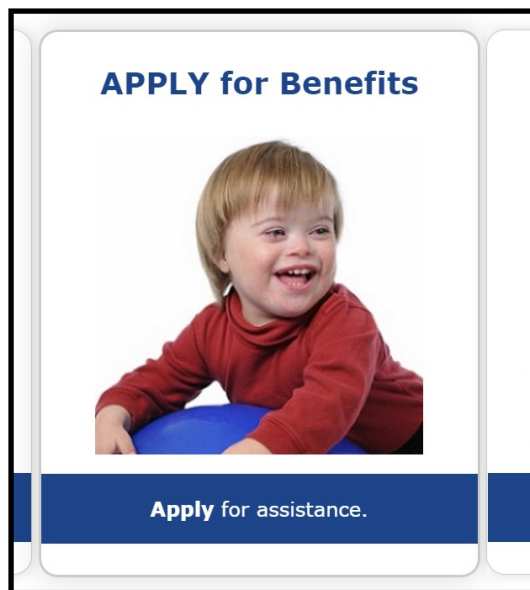
The screenshot shows the Kansas DCF Self-Service Portal homepage. The header includes the Kansas Department for Children and Families logo and the text "DCF SELF-SERVICE PORTAL". On the right, there are links for "Log In" and "Sign Up". The main content area features three large buttons: "CHECK Eligibility" with a photo of a woman and child, "APPLY for Benefits" with a photo of a smiling child, and "ACCESS my Benefits" with a photo of a family. Above these buttons, there is a message about the Hero Relief Program and a notice about a Two-Step Authentication process starting July 10.

5. When signing up for an account, users will need to use the two-step authentication. Users can enter both a mobile phone and email. If an email address and mobile phone number are both entered, consumers must select both mobile phone number and personal email in the next section. The user will be prompted to choose which method they would like to receive their verification code in the next step.



The screenshot shows the "Contact Information" section of the DCF Self-Service Portal. It includes a heading "Contact Information" and a subheading "The information provided in this section is only for managing your online profile." Below this, there are three input fields: "Home Phone Number (999)999-9999", "Mobile Phone Number (999)999-9999*", and "Email (example@abc.com)". The "Mobile Phone Number" field contains the number "620" followed by a blacked-out area. A red arrow points from the "Mobile Phone Number" field to the "Choose the phone number or email checkbox below" section. This section contains the text "Choose the phone number or email checkbox below to add a more secure way to see your information. You may choose one or both options:" and two checkboxes: "Mobile Phone Number" (checked) and "Personal Email" (unchecked). Below the checkboxes, there is a message: "We will send you a verification code to enter on the next screen." At the bottom, there is a question "Would you like to opt-out of paper mailings?" with two radio buttons: "Yes" and "No" (selected). A final message states: "By selecting 'Yes', you will receive documents in the self-service portal message center and no longer receive paper mailings".

6. A prompt will display asking where you want your verification code sent to. Once the verification code is received and entered, the SSP Portal will display. Users should hover over the “Apply for Assistance” text to display the “Apply for Assistance” link



7. This is the same application process used by all of the DCF non-medical programs. Users will need to navigate through the Welcome pages to start the application for PEBT. On the “Let’s get started” page, scroll to the bottom and select “Continue”

APPLY

Let's get started

Here are some things to know before you start the application.

Submit this application as soon as possible. If you are eligible, some benefits start from the date a signed application is received in our office.

You may be able to get your food assistance benefits within 7 days. Food assistance benefits cannot be issued until an interview is conducted and you have provided proof of your identity.

If you can't complete the application now, give your name, address and signature and submit the application. All information must be complete before your application can be processed.

We may ask you to provide some or all of the following items. Please be ready to provide this information.

- Proof of where you live
- Proof of age and identity
- Proof of citizenship for those who want to receive benefits
- Proof of non-citizen status for those who want to receive benefits
- Child care bills and receipts
- Proof of child support and/or alimony paid or received within the last 3 months
- Proof of income
- If self-employed, federal income tax returns, bookkeeping records
- Rent receipt/house payment (including insurance and property taxes)

the answers you have given.

After you finish the application, you can submit it online. It may take 30 minutes or more to finish all the questions.

The application can be submitted at any time by clicking the "Submit Application" tab at the top of the screen.

Welcome	Start Application	People	Job/Wages	Other Income	Expenses	Resources	Other	Submit Application
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Back Continue

8. The “Instructions” page will display. Users can select the “Continue” button on the bottom right corner of the page.

Instructions

*The tabs above tell you what kind of questions we will be asking. The bar below the tabs tells how close you are to finishing the application.**

You'll see some questions with a star - next to them. You must answer these questions before you can go on to the next page.

☐

Check this box next to the item you want to select.

☐

Check this button next to the item you want to select.

Save and Continue

The Save and Continue button takes you to the next page.

Back

9. The “Start Your Application” page will display. Users can apply for PEBT. Users cannot select another program if they are applying for PEBT.

APPLY

Start Your Application

Which programs are you applying for? * Check all that apply:

- ☐ Food Assistance
- ☐ Cash Assistance (TANF or Refugee Cash Assistance)
In order to be eligible for cash assistance, there must be at least one child in the home under the age of 18 (including an unborn baby) or you need to qualify as a refugee.
- ☐ Child Care
- ☐ Pandemic Food Assistance (P-EBT)
You cannot apply for P-EBT with other programs selected; P-EBT must be the only program selected.

Continue

10. Applicants will be asked to provide their personal information (name, date of birth, SSN, phone number, email, and address). On the next page, applicants will be asked their gender and language preference. Once they save, the applicant can either add an additional adult in the home or Save and Continue to move to the student information.

11. For each student, the applicant will need to provide the student's name, date of birth, and relationship. After entering that information, the applicant will move to the next page which will ask for gender, SSN, district, school type, and unique identifier code.

12. Applicants should use the "Add a Person" button to add each child in their home, that has been provided a unique identifier. When finished, applicants can use "Save and Continue" to proceed to the "Submit Application" page.